
1. Submit Initial Scoping Letter, Project Assessment (PA) or Design Concept Report (DCR) to ADOT Project Manager

– Circulated by ADOT Project manager to NEPA Planner

Reviewed by NEPA Planner to evaluate level of environmental investigation needed for the project

Comments are summarized into instructions letter and mailed to community with the current guidelines

2. Complete Public & Agency Scoping

– Public Scoping

Include adjacent land owners & community groups

Include 4(f) Properties in project area (Parks, public school playgrounds, historic districts, etc.)

Detour Route, if applicable

– Agency Scoping

Federal & State Agencies (USCOE, USFWS, AGFD, etc.) Other adjacent communities (Tribes, Flood Control District, etc.)

Other offices/divisions within your community (Parks, Utilities, Historic Preservation, etc.)

3. Submit Technical Reports (as required)

– Biological Report

– ADOT Biological Review or Biological Evaluation

Determination of affect will be approved by ADOT /FHWA

– Hazardous Materials Site Assessment or Phase I

Will be approved by ADOT /FHWA

– *Cultural Resources*

Qualified cultural resource person submits a letter report / letter recommendation of “No Historic Properties Affected”

Will be approved by ADOT /FHWA

OR

Qualified cultural resource person submits four (4) copies of records Search/Cultural Resources Survey and three (3) copies of the **Final PA or DCR, as approved by ADOT.**

ADOT /FHWA will consult with the State Historic Preservation Office (SHPO) and receive SHPO concurrence, or

Consultation by ADOT /FHWA and proceeds under a Memorandum of Agreement (MOA) with SHPO concurrence

–*Other Project Specific Technical Reports*

Noise /Air Quality Study

Phase II Hazardous materials report 404

jurisdictional delineation information

Geotechnical Report

4. Submit Draft Categorical Exclusion (CE)/ Draft Categorical Exclusion Checklist (CE Checklist)

- *As of December 22, 2005 CE Checklist is the preferred format. Local government projects wil transition to CE Checklist at new project kick-off meetings.*
- *Written according to current guidelines at www.ADOTenvironmental.com*

– *Reviewed, read, and signed by community (project manager)*

– *Includes all attachments*

State Map, Vicinity Map and Project Location Map (pages 2, 3 & 4 respectively)

Agency consultation response letters

Public scoping response letters

Other applicable attachments (404 permits, detour maps, public meeting notices, etc.)

– *ADOT Review*

By NEPA Planner and is circulated to EPG for complete edits, if a complete draft is submitted

Comments and further instructions are returned to community and their consultant, if the community directs

5. Second/ Final Categorical Exclusion (CE)/ Categorical Exclusion Checklist (CE Checklist)

– *ADOT Review*

Verifies all edits were addressed

Sends for final review by EPG

Requests required number of copies from community and an electronic copy of the ADOT clearance memo

Obtains approval and circulates final environmental document